

CONFIDENTIAL

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 November 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 46
12 November - 18 November 1958I. SIGNIFICANT ITEMS

Nothing to report

II. OTHER ACTIVITIES

A. Thirteen of the fifteen students enrolled in Effective Writing Course No. 18 finished the course on Thursday, 13 November. Because of a business trip, one student was forced to withdraw from the course before it began; another dropped out because of illness.

B. One of the interesting byproducts of the currently running Regulations Workshop is an informal recommendation, unanimously endorsed by the members of the class -- most of whom are at or above the Division and Staff Chief level, -- that a Writing Workshop be offered for administrative personnel at or above the Division and Staff Chief level. The recommendations indicate that such a course should deal with matters of style, usage, diction, clarity and conciseness, content organization, and logical development. The practicability of offering such a course will be explored by the Faculty Chief.

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[redacted] I am happy w/ the effect of the Regulations training on relationships at DDS level; it was good to get Col. White personally involved in presentation, as B B B arranged the course.

Additional item:

[redacted] reports aboard from OCI
24 Nov. Ek

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